

EMERGENCY GRANT REVIEW FORM

{Applicants are directed to the Commerce website for a description of program criteria}

Applicant and Project Information:

Date Request Received:

Applicant:

Address:

Contact Person and Telephone Number:

Nature of Emergency:

Proposed Project:

Estimated Total Cost of Project:

(Itemize the proposed expenditures)

Amount of TSEP Funds Requested:

Review of Request:

1. Describe the emergency. Include descriptions of who the project affects, what caused the problem, where and when it occurred, and why or how the problem happened.
2. Describe the solution. Provide cost estimates from an engineer, architect, contractor, or supplier.
3. Explain why the situation being corrected is the result of reasonably unforeseen circumstances and not the result of normal use, age, deterioration, or negligence on the part of the owner.
4. Provide documentation that as much financial and other resources as reasonably possible has been contributed toward completing the proposed emergency project. Include a discussion of other potential funding sources.

5. Describe all state or federal environmental permits required to complete the proposed project. For each permit, identify whether the permit has already been obtained, and if not, describe how the permit will be obtained.
6. Describe the process followed to meet all MEPA requirements, and the findings resulting from that process. Please attach a copy of all environmental review documents applicable to the proposed project.

Reviewer Recommendation:

P.E.
Community Development Division Engineer

Date

Concurrence:

Concur _____

Do Not Concur _____

Concur with the Following Modifications:

Jennifer Olson, Division Administrator
Community Development Division

Date

APPENDICES